



DEPARTMENT OF WATER RESOURCES

September 27, 2013

Department of Environmental Quality
Blue Ridge Regional Office
7705 Timberlake Road
Lynchburg VA 24502

Re: MS4 General Permit Annual Report
VAR040008
Permit Year 5

Dear Sir or Madam:

The following information is submitted as a requirement of the above referenced Municipal Separate Storm Sewer System permit.

A. Background Information

Name of Program Submitting Annual Report
City of Lynchburg, Virginia

Permit Number
VAR040008

Annual Report Year
Permit Year 5

Modification to any operator's department's roles and responsibilities
The Department of Water Resources remains the responsible department of the permit.

Number of new MS4 outfalls and associated acreage by HUC added during the permit year. No new outfalls were added in permit year five.

B. Status of Compliance and Assessment of Appropriateness

1. Public Education

1.A. In PY 1 and 3, publish a stormwater pollution prevention related message in the City's quarterly citizen's newsletter and the City's monthly employee newsletter.

Although there were no requirements under this item for permit year five, there have been many discussions regarding stormwater issues this past year. Most successfully the City has implemented Stormwater Management Utility that will provide a dedicated revenue source for the City's stormwater program.

The City was the recipient of a \$30,000 technical assistance grant from the Chesapeake Bay Foundation to assist in the development of appropriate strategies that will increase the public's knowledge and awareness of issues that impact local water quality that are now a part of the City's newly issued MS4 Permit. The City will work with Williamsburg Environmental Group (WEG) in the development of an education campaign.

Also in permit year five, the City started the process to hire an Outreach Coordinator to provide broader community outreach related to stormwater issues and has started work of the time this report was submitted. This is a significant step in creating an educational campaign that will coordinate education outreach and creating more opportunities for community involvement.

There were also a number of articles that were written that helped to publicize stormwater related issues.

News stories published in the *News & Advance* during permit year five include:

EPA's court loss does not affect Lynchburg's stormwater work, on January 4, 2013

Lynchburg city staff to recommend not increasing stormwater fee, on January 7, 2013

Lynchburg could see 3-to-1 benefit on stormwater improvements, study says, on January 8, 2013

Lynchburg looks to build better streets, on May 21, 2013

Editorials published in the *News & Advance* during permit year five include:

The EPA's stormwater oversight, January 11, 2013

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Assessment: This BMP appears to be appropriate. Community awareness is significantly improved by the required publications, but is even more impacted by the general news stories.

1.B. In PY 2 and PY 4, hold a workshop with the development community to discuss stormwater quality issues.

Two workshops were scheduled and documented in the previous annual report through the Robert E. Lee Soil and Water Conservation District aimed at educating local contractors and developers/engineers on permitting and stormwater management requirements, respectively. While the first workshop was held in permit year four as previously reported, the second workshop was held at the Central Virginia Community College on August 1, 2012 with 28 participants that discussed nutrient management, stormwater management regulations and technical issues regarding the use of the runoff reduction method. These workshops were widely received by the audience and had excellent participation.

The City is also currently in the process of working with the Region 2000 Local Planning District Commission and the James River Association to hold another workshop in the Winter of 2013 to discuss the upcoming rollout of the new stormwater management regulations, VSMP requirements and e-Permitting process.

Assessment: This BMP appears to be one of the most effective tools for communication with the local development community.

1.C. Annually distribute the “Living In Your Watershed” brochure to all fourth graders in the City School system. Begin to develop a successor brochure for use when current supplies are gone.

Lynchburg City Schools distributed 605 “Living In Your Watershed” booklets to all City fourth grade students in the Spring of 2013. There is sufficient inventory of the booklets to distribute in the next permit year.

Assessment: This BMP has been widely praised by the education community and is deemed to be one of the most effective.

1.D. Four times annually publicize the Household Hazardous Waste collection program.

The household hazardous waste (HHW) collection program was begun by the City and has expanded to surrounding counties. It includes the counties of Amherst, Appomattox, Campbell (including the Towns of Altavista and Brookneal) and Nelson. It is held on a Saturday morning in April, June, and October each year and is advertised in the *News & Advance* prior to each event. This year there were three scheduled events.

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This year a total of 417 households and 313 households participated in the HHW and electronic waste event, respectively. An average of 243 households participated per event. The participation level for this year was a 4% increase over last year even though there was one less event.

Assessment: This program is effective, growing and will be continued.

1.E. Publish this stormwater permit registration document and stormwater permit annual reports on City web site.

For permit year five, the general permit is published on the city's web site. From the City's home page www.lyncburgva.gov, clicks are required on City Departments; Water Resources Department; Stormwater Utility/MS4 permit; Virginia Stormwater Management Program-MS4 General Permit.

For permit year five, the 2012 PY 4 annual report is published on the city's web site. From the City's home page www.lyncburgva.gov, clicks are required on City Departments; Water Resources Department; Stormwater Utility/MS4 permit; July 1, 2011 to June 30, 2012 MS4 Annual Report.

The direct web page address is <http://www.lyncburgva.gov/stormwater-utilityms4-permit>

The Department of Water Resources stormwater management website was "hit" a total 591 times, from 423 unique viewers during the second half of the permit year. The average viewer spent approximately one minute at the page. The Stormwater Utility/MS4 The City website was also "hit" a total of 192 times, from 134 unique viewers during this same period. The average viewer spent approximately two minutes and thirty seconds at the page. During the first half of the year the City's webpage underwent a major overhaul before going live in 2013 and the analytic information was not available for the period before since the web page links had changed. Had the information been available we anticipate that the number of page hits from the previous year would have easily been surpassed.

Due to the structure of the website, the numbers of downloads of the Registration Statement, the Annual Reports, and the General Permit were not available.

Assessment: This continues to be a worthwhile and effective means to distribute information. This BMP will be continued and with better application of available technology, its effectiveness can be reassessed next year.

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2. Public Involvement

2.A. Annually meet with at least one public volunteer group to discuss storm water quality volunteer opportunities.

During permit year five, the Robert E. Lee Soil and Water Conservation District held 10 stormwater quality events for the public with a total attendance of over 113 participants. These events are listed in the table below.

Date	Location	Subject	Participants	MS4 Goals
July 12, 2012	Lynchburg	Rain Barrel/ Rain Garden Workshop	4	2B
July 24, 26 and August 7 2012	Lynchburg	Girl Scouts Programs – Stream Ecology, Watersheds and Soil Erosion	20	2A
August 1, 2012	Regional	Stormwater Management Workshop	25	2A/2B
August 9, 2012	Lynchburg	Rain Barrel/ Rain Garden Workshop	4	2B
October 21, 2012	Lynchburg	Rain Barrel/ Rain Garden Workshop	9	2B
November 15, 2012	Lynchburg	Lynchburg College Class Ag and Urban BMP Tour	15	2A
March 21, 2013	Lynchburg	Rain Barrel/ Rain Garden Workshop	10	2B
April 16, 2013	Lynchburg	Lynchburg College Class-Tree Buffer Project/ Ag. BMP Tour	15	2A
May 16, 2013	Lynchburg	Rain Barrel/Rain Garden Workshop	4	2B
June 20, 2013	Lynchburg	Rain Barrel/Rain Garden Workshop	7	2B

Assessment: This appears to be a worthwhile effort and will continue.

2.B. In PY2 and PY4 hold or sponsor at least one volunteer effort focused on stormwater quality improvement.

Although there were no requirements under this item for permit year five, the City continues to sponsor annual trash clean-up events. In March 2013, an annual litter pick-up event was held by the City of Lynchburg and Citizens for a Clean Lynchburg. There

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were approximately 75-100 volunteers that participated in picking up trash and tires at several sites throughout the City. This event removed one ton of trash and 4.6 ton of tires for a total of 5.6 tons of debris.

The James River Advisory Council's 13th Annual James River Clean-up that normally is held in June is scheduled to take place in September 2013. The City will continue to offer trash pick-up and disposal of scheduled volunteer events.

A storm drain marking event that had been scheduled for permit year four was held this year with the Master Naturalist's. Approximately 108 storm drain markers were installed in a residential neighborhood that had previously been a combined system. The project was able to bring attention to a newly separated area and educate the citizens that this area now drains to local waterways. The City has ordered a supply of storm drain markers so that other groups can install these markers. We have seen an increased interest from the community for this type of project.

Assessment: This measure is effective at increasing the public's awareness and knowledge on local water quality issues and the City will continue to promote and support volunteer events.

2.C. Publicize the City's Citizens First hotline phone number as a way for citizens to report suspected illicit discharges to the stormwater system.

Lynchburg continues to use two different phone numbers to encourage citizens to give input to all aspects of the stormwater management program. As required by this permit, the Citizen's First hotline number (434-856-CITY) is used in general publications and communications by the Departments of Community Development, Communication & Marketing, and Public Works. This is a number that is used for any type of communication with the city. Calls go to the Communications & Marketing Department staff who then uses internal e-mail to distribute the request to the proper city department.

The Water Resources Department has been using 434-485-RAIN for many years as the contact number for Combined Sewer Overflow related issues. Since the stormwater management program resides in the Department of Water Resources, callers will be encouraged to use the 485-RAIN number. These calls are answered by the Department receptionist. The receptionist will frequently know the answers to the questions and thus eliminate the need to transfer the call or the question to another staff member. This is in contrast with the 856-CITY number which almost always requires the generation of an internal e-mail, thus delaying our response to the citizen.

Assessment: This measure is effective and the City will continue to publicize the 485-RAIN number.

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3. Illicit Discharge Detection and Elimination (IDDE)

3.A. Continue the IDDE program as previously implemented.

The IDDE program has continued to be implemented. A new position was created and was hired for during permit year five. The Stormwater Compliance Inspector's responsibilities include the annual outfall inspections, response to illicit discharge complaints and overall tracking of the program.

It was previously reported that remaining inspections required for permit year four were to be completed by early fall of 2012. Those inspections were completed as required without any illicit discharges being found. The inspections for permit year five were also completed on schedule starting slightly earlier than the summer timeframe. Due to leaf on conditions, ten outfalls could not be located and will be rechecked in leaf off conditions. Of the completed inspections, twelve outfalls were categorized as "potential" illicit discharges. A summary of the findings is below.

Location	Resolution
B13	Determined the source of flow to be a small creek.
B14	Determined the source of flow to be a small creek.
B24	Flow line present with cloudy pool. After further investigation a source was not determined and this outfall will be rechecked in leaf off conditions.
B3	Determined source to be heavy sedimentation and suggest that the stormwater basin be cleaned of accumulated sediment. City staff has been in continued contact with contractor for the property owner.
B5	Trickle of water flowing in pipe. After further investigation a source could not determine. Will be rechecked in leaf off conditions.
B53	Determined the source of flow to be a small creek.
b6	Trickle of water flowing in pipe. After further investigation a source could not determine. Will be rechecked in leaf off conditions.
F42	Could not determine source. Possible creek. Will recheck in leaf off conditions.
F47	Determined the source of flow to be a small creek.
fi06040637	Determined the source of flow to be a small creek.
I9	Determined the source of flow to be a small creek.

The City started a project with the Center for Watershed Protection in permit year four, in partnership with Stafford County through "walk-up" technical assistance funds from the National Fish and Wildlife Foundation. The project was completed in the spring of 2013 that resulted in a review of the IDDE Program, desktop assessment of priority areas, field assessments and training for staff and development of a field guide for staff. This work resulted in a written program description that the City can use as a template for continually developing the program. The most significant step in improving the program was the purchase of water quality monitoring equipment and development of testing protocols and procedures. Staff will now have the capability of performing water quality testing on flowing outfalls to screen for potential illicit discharges and initiate a tracking

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phase if a discharge is detected. This water quality screening will be implemented during inspections of the permit year one of the new permit.

Assessment: So far this program has not resulted in any significant identification of IDDEs. However, the program has the potential to discover IDDEs that may not be discovered through any other means.

3.B. Use experience gained through annual IDDE inspections to determine if inspection frequencies should be adjusted up or down depending on parameters that are found to be significant.

The dry weather inspections were completed during the summer time frame rather than fall as a change previously reported. This time period was found to be challenging due to the leaf-on condition of the vegetation. Those found to be inaccessible will be followed up in the fall of 2013 for inspection to detect whether an illicit discharge may have occurred. We found that the number of potential illicit discharges did not increase due to the season of when they were inspected. In the upcoming permit year, we will begin inspections in late fall for the more difficult outfalls to reach and continue them through early spring and summer in order to eliminate the issue of inaccessibility.

Assessment: This program will be reevaluated on an annual basis.

3.C. Annually document citizen participation in the HHW program and use that data to assess whether current publicity is effective.

This is documented in item 1.D above.

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4. Construction Sites

4.A. Continue to maintain a consistently rated ESC program.

The City's Erosion and Sediment Control Program has been in compliance with the Department of Conservation and Recreation for the duration of permit year five.

Assessment: This effort will continue.

4.B. Collect evidence of a developer's application for Virginia Stormwater Management Permit prior to issuing a City Land Disturbing Permit.

Private development plans are reviewed by several City departments through a process known as the Technical Review Committee (TRC). The TRC meets twice a month with representatives of all private development projects to discuss the merits and the City's concerns about each project.

Prior to the meeting, formal design plans are submitted to TRC. These plans are simultaneously reviewed by several City departments and comments are returned to the developers or their representatives as a combined comment package from the City as a whole. Among the aspects reviewed in this process are erosion & sediment control (ESC) and stormwater management.

A standard comment that is generated by the process and transmitted to all developers' notes that evidence of VSMP application must be presented to the City. This requirement is executed following the end of the review process and just prior to the beginning of construction. At that time, a pre-construction meeting is held at the project site including the City's ESC/Stormwater Management staff, a representative of the developer, and representatives of the contractor including the contractor's Certified Land Disturber. At the meeting, the contractor must present evidence that a VSMP application has been submitted. Following a discussion of the ESC requirements, the Land Disturbing Permit is given to the developer.

Assessment: This effort will continue to be reviewed.

4.C. Monthly, report to DCR the number of regulated land disturbing activities and total disturbed acreage as required.

Reports were sent to DCR as required on a monthly basis. The reports indicated 137 land disturbing permits were issued in permit year 5 with a total disturbed area of 124.36 acres. The month with the highest activity was March 2013 when 15 permits were issued. The slowest months were December and May when only 6 and 8 permits, respectively, were issued each month.

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Assessment: Monthly reporting does not make any contribution to improvements in water quality.

4.D. Continue to support intergovernmental cooperation by actively participating in the Central Virginia Erosion and Sediment Control Committee.

The Central Virginia Erosion and Control Committee began having regular meetings with the Region 2000 Planning District Commission (PDC) and the James River Association (JRA) during permit year five and to date they have met nine times. These meetings resulted in the PDC being awarded funding for program implementation through the RFP put out by DCR. The group has been working to develop consistent programs pursuant to the VSMP regulations and also planning workshops for the development and engineering community. Also a City of Lynchburg representative has continued to serve on the Stormwater Local Government Advisory Committee for the Stormwater Management Regulations rollout with DCR and has provided information to this group. We anticipate continuing to meet as the rollout of the stormwater management regulations progress.

Assessment: This program has had a very significant value to all participating parties for many years and will be continued.

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5. Post-Construction

5.A. Through quarterly participation, support the DCR BMP Clearinghouse Committee's implementation of methodologies to evaluate the various BMPs, and support other appropriate statewide coordination efforts.

The City of Lynchburg continues to support the BMP Clearinghouse Committee through active participation at committee meetings. Meetings were held on July 23, 2012, October, 22, 2012, January 28, 2013 and April 22, 2013. An additional special meeting was held on November 13, 2012 and a sub-committee meeting was held on March 20, 2013. The committee has continued to make comments on the clearinghouse policy particularly on the topic of the number of test sites and the number of allowed installations for various use level designation for manufactured BMPs. The City of Lynchburg representative on the committee has been active in all committee meetings.

Assessment: This program has not yet had an impact on stormwater quality but has a very significant potential to do so in the future. The City sees significant benefit to the future success of the BMP Clearinghouse Committee and wishes to continue our active participation in and support of this committee's efforts.

5.B. Annually document the rate of property owner compliance with BMP Maintenance Agreements.

Property owner compliance with BMP maintenance agreements has significantly improved from the previous permit year. This year two reminder post cards were sent in October 2012 and January 2013 followed by a final notification letter in the spring of 2013 to a total of 235 owners. A follow-up non-compliance letter was sent to owners that had not submitted reports by the April due date that resulted in additional inspection reports being received. In all, responses were received from a total of 114 owners. This is total of 49% compliance rate and an 88% increase from permit year four.

Assessment: Merely documenting received reports will not have any impact on stormwater quality. The Stormwater Compliance Inspector position previously mentioned under section three will also be responsible for tracking compliance with this requirement. While we have seen an increase in compliance we will continue to take appropriate steps to increase the rate of compliance.

5.C. Encourage Low Impact Development for private development projects and City Capital Improvement Projects.

The City of Lynchburg continues to actively encourage low impact development for both public and private land development projects in the City. Through the City's Technical Review Committee (TRC) private developers are encouraged to implement low impact development. In the previous annual report we had reported that a green roof was being

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proposed on City's College Hill Filter Plant. The scope of the project has shifted to focus on a new permeable paver parking lot at the Plant as well as a rain garden to take street drainage. Although plans were finalized at the end of the permit year, construction has been delayed and is anticipated to begin in early 2014. The City is also undertaking a renovation to our Parks and Recreation main office that will be incorporating a new permeable pavement parking lot and a retrofit of an existing parking lot with permeable pavement.

Assessment: The City is strongly committed to promoting low impact development. We will continue to look for ways that traditional projects can be modified toward an LID strategy and pass those suggestions on to developers whenever we have the chance.

5.D. By the end of PY 4 (June 30, 2012), document the rate of implementation of the trails initiatives and preservation of riparian buffers.

There were no requirements for permit year five.

Assessment: The City's trails initiative has been very successful for many years as a recreational service to citizens. It also seems to have a valuable environmental education component and needs to be continued to provide citizens with otherwise unavailable opportunities to observe stream ecology.

5.E. Continue to enforce City Stormwater Management Ordinance and BMP design guidelines on all development projects, including City projects.

The City continues to enforce stormwater management on all development projects including City projects.

The primary tool the City uses to enforce stormwater management on public and private development is through the City's Technical Review Committee (TRC). TRC meets twice each month to review new private development. All private development except single-family homes on existing lots with existing infrastructure must be approved by TRC prior to permit issuance.

Assessment: This activity will be continued.

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6. Good Housekeeping

6.A. Annually document ongoing City pollution prevention activities.

Community Development Department

The Community Development Department provides plan review and inspection of Erosion and Sediment and Stormwater Management compliance for all development in the City.

Fire and Emergency Medical Services Department

This Department provides pollution prevention through its hazardous materials team. This team responds to HAZMAT incidents throughout the City and works to keep such materials from entering storm and surface waters.

The Fire and EMS Department also provides maintenance services for all vehicles within their department at their maintenance facility behind Fire Station # 7. All operations are conducted inside the building except as noted in item 6.G of this report.

The Fire and EMS Department maintains two above ground fuel storage tanks, one at Fire Station # 7, and one at Fire Station # 8.

Fleet Services

Fleet Services provides vehicle maintenance services for all City vehicles except the Fire Department. Vehicle maintenance activities contribute to pollution prevention by keeping motor vehicles in proper operating condition and thus preventing fuel, lubricants and other solids and fluids from being deposited on City streets and thoroughfares.

The City's 20,000 gallon underground diesel fuel storage tank and 20,000 gallon unleaded fuel storage tanks at the Fleet Services fueling station are double walled for containment. The underground segmented tank at the School's facility, consisting of a 17,000 gallon diesel fuel compartment and a 5,000 gallon unleaded fuel compartment, is also double walled.

Used motor oil collected at Fleet Services is stored in a 500 gallon receptacle and periodically removed to Winston-Salem, NC for storage, and then to Waynesfield, NC for recycling.

Public Works Department

Herbicide and pesticide applications by Buildings and Grounds personnel are performed only by personnel certified in the handling and application of such chemicals.

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The City's recycling program has nine collection points. Annual recycling from City for the calendar year was:

Paper	42,723 tons
Metal	17,120 tons
Plastic	532 tons
Glass	2 tons
Co-mingled	1,935 tons
Yard waste	2,288 tons
Wood	3,216 tons
Tires	139 tons
Oil	257 tons
Oil filters	1 ton
Anti-freeze	4 tons
Batteries	202 tons
Pallets	251 tons
Cooking oil	195 tons
Construction waste	3,002 tons
Inert materials	6,903 tons

The Public Works truck wash facility provides a dedicated equipment and vehicle washout area that collects and conveys wash water to the combined sewer system.

Public Works operates the street sweeping program which enhances water quality by reducing the amount of sediment, silt, and small floatables reaching the storm drainage system. Statistics are reported under item 6.D of this report.

Salt for snow removal operations is stored in two City-operated salt barns. Calcium chloride is stored in two 5,000 gallon tanks with secondary containment.

Leaf collection programs reduce litter and debris. Loose and bagged leaves are collected on regular schedules during the fall months.

Aboveground drainage infrastructure is cleaned as required reducing the introduction of sediment, silt and floatables within the collection system.

Responsibility for waste collection services and landfill management belongs to the Region 2000 Service Authority. The City has now begun transporting solid waste to an alternate Region 2000 landfill site located in Campbell County.

Water Resources Department

The Department of Water Resources is the lead department for management of the City's MS4 permit. Assistance is still provided by other departments within the City but management is now clearly vested at Water Resources. The department successfully implemented a Stormwater Utility in permit year four to that will provide the resources towards the implementation the requirements of this and future permits and other

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stormwater management activities. The actual revenue collected was approximately \$3.3M that was higher than the anticipated \$2.6M. This additional revenue will further enable the City to move forward with master planning efforts in meeting the TMDL goals of the new General MS4 Permit overall requirements.

Through the operation of the City's Wastewater Treatment Plant the Water Resources Department implements one of the single largest pollution prevention efforts in the City.

The Water Resources Department is also currently working on a major long-term project to eliminate existing combined sewers within the City's collection system. Since work began, 112 of the original 132 overflow points have been eliminated, leaving 20 overflow points. As a result of closing these outfalls, 80% of the combined sewer overflow volume has been eliminated.

Assessment: Documentation of these activities helps provide understanding of the effectiveness of the programs and indicates trends.

6.B. Annually quantify the certification of City employees who handle and apply herbicides and pesticides.

All employees who handle pesticides and herbicides have appropriate certifications. In the Public Works Department twenty one employees are registered technicians and six have commercial applicator certifications. In the Water Resources Department, six employees are registered technicians and one has commercial applicator certification.

Assessment: Annual quantification of certifications does not have a measurable impact on water quality. It may help indicate a trend if such certifications were to decline.

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6.C. Annually deliver a stormwater quality message to City Public Works, Water Resources, and Fleet Maintenance field crews.

A stormwater message was delivered to field employees at the times and locations indicated in the table below:

Field Employee Participation in Stormwater Training Sessions PY5

Date	Department	Location	Attendance
February 19, 2013	Water Resources	WWTP	28
March 15, 2013	Water Resources	Utility Line Crews	30
March 15, 2013	Water Resources	College Hill Filter Plant	5
April 11 & 12, 2013 & May 8 & 10, 2013	Public Works	Streets/Custodial/Construction/Traffic/Engineering	65
April 12, 2013 & May 10, 2013	Public Works	Grounds	36
April 16, 2013 & May 14, 2013	Public Works	Refuse/Recycling	21
		Total	185

The City utilized a purchased training video, *Rain Check*, which was developed specifically for stormwater pollution prevention for MS4 communities. This training DVD covered pollution prevention activities that municipalities like Lynchburg are incorporating into their daily operations and in a very relatable way to employees. All employees were required to attend the complete program that included the following: Introduction (overview of MS4 and importance of good housekeeping), Good Housekeeping & Spill Prevention, Spill Control & Response, Vehicle Fueling, Vehicle & Equipment Maintenance, Vehicle & Equipment Washing, Materials Management, Waste Management, Municipal Facility Maintenance, Parking Lots & Streets, Storm Drain System Cleaning, Landscape & Grounds Maintenance, Working Over or Near Surface Waters and a Conclusion.

Assessment: This activity had an immediate impact on the awareness level of employees and will be continued.

6.D. Document the rate of pollutant removal of the ongoing street sweeping program.

The City's street sweeping program removed 576.47 tons of material from City streets during permit year five.

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The City's vacuum trucks removed 237.07 tons of materials from the storm sewer system during permit year five.

Assessment: This continues to be an effective measure to improve water quality.

6.E. Annually meet with directors of Public Works, Water Resources, and Fleet Maintenance to discuss opportunities for enhancing stormwater pollution control at City facilities.

A meeting was held on November 26, 2012 with the Directors of Public Works, Water Resources, Fleet and other city staff. During this meeting, standard operating procedures were discussed and reinforced. While no changes were made to the operating procedures during permit year five staff is currently reviewing the operating procedures and anticipate there will be some changes to the operating procedures in the next year.

Assessment: Annual meetings have value to ensure that department directors are reminded of the significance of stormwater management issues.

6.F. Continue to enforce City good housekeeping Standard Operating Procedures at all City facilities.

The City has been following its standard operating procedures. A report on various SOPs is included in item 6.E above and item 6.G below. In addition, training of City field staff to reinforce the significance of stormwater management issues is discussed under item 6.C above.

Assessment: Enforcement of these procedures is critical to both direct water quality benefits and indirect benefits through the example set for citizens and businesses.

6.G. Continue to reevaluate City good housekeeping Standard Operating Procedures at all City facilities.

Public Works

3.26 - Street Sweeping. This SOP is followed and no changes were recommended.

3.27 - Road Maintenance – Snow Disposal. This SOP is followed and no changes were recommended.

3.28 - Road Maintenance – Sand and Salt Storage. This SOP is followed.

3.29 - Road Maintenance – Salt Application. This SOP is followed.

Water Resources

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ULM-02 Preventing Contamination of Water Supply During Water Main Repair (Water Main Repair Procedure). No changes made.

ULM-09 Inlet and Storm Drain Cleaning. No changes made.

Fire & EMS Department

Procedures were followed. Most vehicle washing and all other operations occur inside and drainage is all to the sanitary sewer system. The largest fire trucks are washed once or twice a year on the grass outside of the building.

Fleet

Current procedures have eliminated stormwater management issues at Fleet Services.

Assessment: Regular review of these procedures keeps their relevance at a higher level.

C. Results of Information Collected

No information was collected in permit year five.

D. Activities Planned for Next Permit Year (PY1)

All activities listed in the City's Registration Statement will be continued during the next permit year as called for in the City's new MS4 permit. Currently the City has embarked on a mapping update of the stormwater GIS information. Also the City will soon start a master planning effort for the stormwater management program that will result in the required TMDL action plans and an updated MS4 program plan that will address all requirements of the new General Permit.

E. Changes to BMPs or Measurable Goals

The IDDE program BMP 3.B was modified in the previous year's annual report to primarily take place during the summer months. It was determined that while this season worked for most outfalls it made other outfalls difficult, if not impossible, to access. It is planned to modify this procedure to state that schedule for inspections will take place throughout the year to take into account accessibility issues but also allow inspections during the spring or summer season when the potential for an illicit discharge is greater.

F. Notice of Reliance on Other Government Entities

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The City of Lynchburg uses the Robert E. Lee Soil and Water Conservation District to perform task 2.A “Annually meet with at least one public volunteer group to discuss storm water quality volunteer opportunities”. The City relies on the Region 2000 Service Authority to collect data used in BMP 3.C “document citizen participation in the HHW program.”

G. Status of Section II C Programs

The City has no programs operating under Section II C.

H. Section I B 9 Information

This requirement is not applicable, since a waste load allocation under the Middle James River TMDL was not assigned until July 21, 2008, which was after July 9, 2008, the effective date of this MS4 General Permit.

I. Record of Illicit Discharges

Two illicit discharges were reported during the permit year that resulted in a Notice of Violation letter being sent to the property owner(s).

Date	Suspected Violator	Incident	Inspection Information	Enforcement	Result
6/7/13	Tri-Tech Laboratories	Employee of the waste water treatment facility reported suds leaving a dumpster into storm drain.	Inspection performed with DEQ. Due to VPDES permit, DEQ handled incident.	DEQ verbally contacted and required further investigation from Tri-Tech. A NOV was issued by the City.	Tri-Tech sent letter confirming inspection of the dumpsters, updated orientation procedures on disposing of soap waste and placed signage about proper waste disposal.
6/19/13	Lynchburg Grows	Business on the same street noticed foul odor and black substance on the road.	Two Water Resources employees investigated and determined the substance was leachate from a leaf composting	The same day, the WR employees spoke with a manager at Lynchburg Grows. A NOV was issued by the City.	The leaf piles were reduced & moved out of a natural water channel, and some leaves were hauled away from the site completely with drainage controls put

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		pile.		in place.
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J. Regulated Land Disturbing Activities

Selected columns from the list of land disturbing permits are printed below. The full list has been transmitted monthly as required.

Project Title	Project Address	Owner/Applicant	Approval Date	Total Disturbed Ac.
Agreement in Lieu- S FR	503 Capstone Dr.	Foster Construction	7/2/2012	0.1
Agreement in Lieu- S FR	108 Wheatland Ct.	Foxcrest Developers	7/5/2012	0.25
Agreement in Lieu- S FR	109 Creekview Ct.	Thomas Builders of VA	7/16/2012	0.25
Agreement in Lieu- S FR	111 Creekview Ct.	Thomas Builders of VA	7/16/2012	0.25
Agreement in Lieu- S FR	302 Portico St.	VA Builders of Central VA	7/18/2012	0.1
Agreement in Lieu- S FR	306 Portico St.	VA Builders of Central VA	7/18/2012	0.1
Agreement in Lieu- S FR	410 Cornerstone St.	Foster Construction	7/23/2012	0.1
Agreement in Lieu- S FR	204 Two Creek Dr.	Gordon T Cudd Construction	7/23/2012	0.25
VES Dining Hall Addition	400 VES Rd.	CL Lewis & Co.	7/10/2012	0.4
Cliffs Edge Lofts Pocket Park	100 5th St.	City of Lynchburg	7/13/2012	0.1
VUL Dormitory #1	2057 Campbell Ave	Dunn Rite Construction	7/16/2012	0.25
VUL Dormitory #2	2221 Campbell Ave.	Dunn Rite Construction	7/16/2012	0.25
Millside Centre Building II	1620 Graves Mill Rd.	DS Zechini Construction	7/19/2012	0.25
Agreement in Lieu- S FR	100 Trolley Ct.	Advantage Construction	8/1/2012	0.25
Agreement in Lieu- S FR	1033 Langhorne Rd.	Darin Nelson	8/7/2012	0.33
Agreement in Lieu- S FR	120 Seven Oaks Dr.	RM Gantt Inc	8/9/2012	0.15
Agreement in Lieu- S FR	407 Cornerstone St.	VA Builders of Central VA	8/13/2012	0.1
Agreement in Lieu- S FR	105 Creekview Ct.	Thomas Builders of VA	8/20/2012	0.25
Agreement in Lieu- S FR	108 Creekview Ct.	Thomas Builders of VA	8/20/2012	0.25
Agreement in Lieu- S FR	117 Bennett Dr.	Long Meadows Inc.	8/22/2012	0.15
Agreement in Lieu- S FR	119 Bennett Dr.	Long Meadows Inc.	8/22/2012	0.15
Agreement in Lieu- S FR	102 Wheatland Ct.	Foxcrest Developers	8/24/2012	0.25
Agreement in Lieu- S FR	112 Wheatland Ct.	Foxcrest Developers	8/24/2012	0.25
Agreement in Lieu- S FR	101 Cupola St.	VC Design & Build	8/29/2012	0.1
Delta Star Building Addition	3550 Mayflower Dr.	Blair Construction	8/7/2012	1.4
Falwell- Grading Fill Site	3000 Avalon Rd.	LT Falwell	8/15/2012	0.75
Agreement in Lieu- S FR	119 Seven Oaks Dr.	RM Gantt Inc	9/5/2012	0.15
Agreement in Lieu- S FR	115 Creekview Ct	Thomas Builders of VA	9/5/2012	0.25
Agreement in Lieu- S FR	302 Two Creek Dr.	Gordon T Cudd Construction	9/10/2012	0.25
Agreement in Lieu- S FR	106 Creekview Ct.	Thomas Builders of VA	9/12/2012	0.25
Agreement in Lieu- S FR	107 Trolley Ct.	William Sellari	9/19/2012	0.25
Agreement in Lieu- S FR	109 Wheatland Ct.	Foxcrest Developers	9/19/2012	0.25
Agreement in Lieu- S FR	108 Camp Ave	4 D Construction, Inc	9/20/2012	0.25

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Agreement in Lieu- S FR	908 Rockbridge	Greater Lynchburg Habitat For Humanity	9/21/2012	0.1
Agreement in Lieu- S FR	331 Beverly Hills Cir.	Advantage Construction	9/25/2012	0.25
AA Storage	3564 Young Pl.	Smithson Inc.	9/5/2012	2.4
Lakeside Crossing	3901 Old Forest Rd.	SJ Collins	9/26/2012	6.33
Agreement in Lieu- S FR	305 Capstone Dr.	Precise Properties Inc.	10/1/2012	0.1
Agreement in Lieu- S FR	408 Cornerstone St.	Gordon T Cudd Construction	10/12/2012	0.1
Agreement in Lieu- S FR	113 Creekview Ct.	Thomas Builders of VA	10/16/2012	0.25
Agreement in Lieu- S FR	119 Creekview Ct.	Thomas Builders of VA	10/16/2012	0.25
Agreement in Lieu- S FR	120 Creekview Ct.	Thomas Builders of VA	10/16/2012	0.25
Agreement in Lieu- S FR	121 Creekview Ct.	Thomas Builders of VA	10/16/2012	0.25
Agreement in Lieu- S FR	132 Bennett Dr.	Long Meadows Inc.	10/16/2012	0.15
Agreement in Lieu- S FR	133 Bennett Dr.	Long Meadows Inc.	10/16/2012	0.15
Marine Corps League Building	1908 Old Forest Rd.	Pearson Construction	10/3/2012	0.88
Bank of America Parking Lot Renovations	2200 Langhorne Rd.	Meckley Services Inc.	10/9/2012	0.15
CMT Building Pavement Addition	3710 Old Forest Rd.	Thomas Hill	10/16/2012	0.13
James River Condominiums	1221 Jefferson St.	JE Jamerson, Inc	10/26/2012	0.22
Agreement in Lieu- S FR	226 Legacy Oaks Cir	Fralin Companies, Inc.	11/8/2012	0.1
Agreement in Lieu- S FR	2500 Mimosa Dr.	Foster Builders, Inc	11/8/2012	0.25
Agreement in Lieu- S FR	603 Rotunda St.	Foster Construction	11/13/2012	0.1
Agreement in Lieu- S FR	219 Meridian St.	VC Design & Build	11/19/2012	0.1
Agreement in Lieu- S FR	221 Meridian St.	VC Design & Build	11/20/2012	0.1
Agreement in Lieu- S FR	223 Meridian St	VC Design & Build	11/20/2012	0.1
Beasley Disposal Building Addition	2410 Mayflower Dr.	BDI Properties, LLC	11/9/2012	4.15
Mountain Ventures LLC Waste Cleanup	2840 Carroll Ave.	EVO Corporation	11/26/2012	0.5
Kroger Building Addition	7805 Timberlake Rd.	Windle Construction	11/28/2012	4
Randolph College Outdoor Patio	2500 Rivermont Ave.	Thomas Design and Build	11/30/2012	0.5
Agreement in Lieu- S FR	417 Cornerstone St.	VA Builders of Central VA	12/7/2012	0.1
Agreement in Lieu- S FR	228 Legacy Oaks Cir	Fralin Companies, Inc.	12/10/2012	0.1
Agreement in Lieu- S FR	230 Legacy Oaks Cir.	Fralin Companies, Inc.	12/10/2012	0.1
Agreement in Lieu- S FR	300 Portico St.	Borel Construction	12/12/2012	0.1
Agreement in Lieu- S FR	205 Preserve Dr.	Custom Structures, Inc.	12/31/2012	0.25
Lynchburg Health and Rehab Center	5615 Seminole Ave.	Coleman-Adams, Inc	12/5/2012	0.1
Agreement in Lieu- S FR	415 Cornerstone St.	Precise Properties Inc.	1/4/2013	0.1
Agreement in Lieu- S FR	110 Wheatland Ct.	Foxcrest Developers	1/4/2013	0.25
Agreement in Lieu- S FR	112 Wheatland Ct.	Foxcrest Developers	1/4/2013	0.25
Agreement in Lieu- S FR	117 Seven Oaks Dr.	RM Gantt Inc	1/15/2013	0.15
Agreement in Lieu- S FR	110 Creekview Ct.	Thomas Builders of VA	1/25/2013	0.25
Agreement in Lieu- S FR	112 Creekview Ct.	Thomas Builders of VA	1/25/2013	0.25
Agreement in Lieu- S FR	2903 Sedgewick Dr.	Paul Hughes	1/29/2013	0.8

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Agreement in Lieu- S FR	500 Cornerstone St.	Maddox and Sons Construction	1/29/2013	0.1
Agreement in Lieu- S FR	502 Cornerstone St.	Maddox and Sons Construction	1/29/2013	0.1
Agreement in Lieu- S FR	2225 Taylor Farm Rd.	Foxcrest Developers	1/29/2013	0.25
Agreement in Lieu- S FR	606 Middle St.	Ashby Templeton	1/30/2013	0.2
GLTC Transfer Station	800 Kemper St.	CL Lewis & Co.	1/15/2013	7.72
Lynchburg College Perimeter Rd.	1501 Lakeside Dr.	Pearson Construction	1/30/2013	1.5
Agreement in Lieu- S FR	4647 Ferncliff Dr.	Pacot Builders	2/5/2013	0.2
Agreement in Lieu- S FR	5428 Pleasant Valley Rd.	RM Gantt Inc	2/6/2013	0.25
Agreement in Lieu- S FR	609 Rotunda St	Gordon T Cudd Construction	2/11/2013	0.1
Agreement in Lieu- S FR	104 Nettie Ct.	Equity Enterprises	2/13/2013	0.25
Agreement in Lieu- S FR	106 Nettie Ct.	Equity Enterprises	2/13/2013	0.25
Agreement in Lieu- S FR	904 Rockbridge Ave.	Greater Lynchburg Habitat For Humanity	2/20/2013	0.1
Agreement in Lieu- S FR	203 Two Creek Dr.	Gordon T Cudd Construction	2/22/2013	0.25
Agreement in Lieu- S FR	108 Bennett Dr.	Long Meadows Inc.	2/22/2013	0.15
Agreement in Lieu- S FR	114 Bennett Dr.	Long Meadows Inc.	2/27/2013	0.15
New Covenant Schools Building Addition	122 Fleetwood Dr.	JE Jamerson, Inc	2/15/2013	2.9
LU Dorm Phase 1	1971 University Blvd.	English Construction	2/20/2013	4.28
LU Snowflex Addition	4000 Candler's Mountain Rd.	Liberty University	2/27/2013	0.65
Agreement in Lieu- S FR	104 Creekview Ct.	Thomas Builders of VA	3/8/2013	0.25
Agreement in Lieu- S FR	107 Creekview Ct.	Thomas Builders of VA	3/8/2013	0.25
Agreement in Lieu- S FR	114 Creekview Ct.	Thomas Builders of VA	3/8/2013	0.25
Agreement in Lieu- S FR	121 Seven Oaks Dr.	RM Gantt Inc	3/12/2013	0.15
Agreement in Lieu- S FR	1022 Wiggington Rd.	David Warden	3/13/2013	0.25
Agreement in Lieu- S FR	513 Cornerstone St.	Maddox and Sons Construction	3/14/2013	0.1
Agreement in Lieu- S FR	605 Rotunda St.	Foster Construction	3/20/2013	0.1
Agreement in Lieu- S FR	3860 Peakland Pl.	Stephen Langseth	3/21/2013	0.2
Agreement in Lieu- S FR	112 Bennett	Long Meadows Inc.	3/29/2013	0.15
Dollar General	6113 Boonsboro Rd.	Best Grading Inc.	3/11/2013	1.16
LU Ericsson Dr. Early Grading (Vehicular Tunnel)	3501 Wards Rd.	Liberty University	3/13/2013	1.68
Princeton West Apts Brush Clearing	18 West Princeton Cir	Stewart Langley	3/14/2013	0.5
LU Baseball Operation Plan Addendum	751 Mountain View Rd.	Liberty University	3/15/2013	5.17
LU Plastic Building PL Early Grading	1971 University Blvd.	Liberty University	3/28/2013	3.8
Dodson Bros Exterminating Building	3640 Campbell Ave.	Gerdy Construction	3/28/2013	3.63
Agreement in Lieu- S FR	216 Two Creek Dr.	Gordon T Cudd Construction	4/4/2013	0.25

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Agreement in Lieu- S FR	116 Creekview Ct.	Thomas Builders of VA	4/4/2013	0.25
Agreement in Lieu- S FR	117 Creekview Ct	Thomas Builders of VA	4/4/2013	0.25
Agreement in Lieu- S FR	118 Creekview Ct	Thomas Builders of VA	4/4/2013	0.25
Agreement in Lieu- S FR	123 Frederick Dr	Equity Enterprises	4/10/2013	0.25
Agreement in Lieu- S FR	113 Brenleigh Ct	Neal and Co. Builders	4/12/2013	0.15
Agreement in Lieu- S FR	412 Cornerstone St.	Maddox and Sons Construction	4/15/2013	0.1
Agreement in Lieu- S FR	515 Cornerstone St.	Maddox and Sons Construction	4/18/2013	0.1
Agreement in Lieu- S FR	107 Wheatland Ct.	Foxcrest Developers	4/19/2013	0.25
Agreement in Lieu- S FR	205 Two Creek Dr.	Gordon T Cudd Construction	4/24/2013	0.25
Agreement in Lieu- S FR	116 Bennett Dr.	Long Meadows Inc.	4/30/2013	0.15
APT Towers	1016 Dillard Dr.	Dynamic Construction	4/9/2013	0.65
Church of God Addition	512 Breezewood Dr	Church of God, Trustees	4/19/2013	0.69
J Crew Parking Addition	25 Millrace Dr.	David Nice Builders	4/25/2013	1.86
Agreement in Lieu- S FR	106 Clopton Ct.	Custom Structures, Inc.	5/17/2013	0.1
Agreement in Lieu- S FR	108 Clopton Ct.	Custom Structures, Inc.	5/17/2013	0.1
Agreement in Lieu- S FR	102 Creekview Ct.	Thomas Builders of VA	5/21/2013	0.25
Agreement in Lieu- S FR	100 Creekview Ct.	Thomas Builders of VA	5/29/2013	0.25
CS Door Clearing	1524 Lakeside Dr.	CS Door and Hardware	5/2/2013	0.33
Cornerstone Block J	201 Capstone Dr.	Borel Construction	5/3/2013	2.86
Lynchburg College Student Center	1501 Lakeside Dr.	JE Jamerson, Inc	5/20/2013	2.91
LU East Campus Bulk Grading	4000 Candler's Mountain Rd.	Liberty University	5/21/2013	37.4
Agreement in Lieu- S FR	116 Seven Oaks Dr.	RM Gantt Inc	6/4/2013	0.15
Agreement in Lieu- S FR	118 Seven Oaks Dr.	RM Gantt Inc	6/4/2013	0.15
Agreement in Lieu- S FR	128 Palmer Dr.	Ted Roberts	6/24/2013	0.25
Agreement in Lieu- S FR	301 Cornerstone St	VA Builders of Central VA	6/24/2013	0.1
Agreement in Lieu- S FR	309 Capstone Dr.	VA Builders of Central VA	6/24/2013	0.1
Agreement in Lieu- S FR	524 Cornerstone St.	Maddox and Sons Construction	6/28/2013	0.1
Griffin Pipe Underground Wall	10 Adams St.	One Environmental Group	6/3/2013	0.75
Whitehall Rd Parking Lot	104 Whitehall Rd	NFP LLC	6/13/2013	0.11
Kelly Lawn Service Fill Lot	322 Chapel Ln	Barrington Kelly	6/20/2013	0.4
Cornerstone Block G	119 Portico St.	Borel Construction	6/24/2013	2.22
Agreement in Lieu- S FR	503 Capstone Dr.	Foster Construction	7/2/2012	0.1
Agreement in Lieu- S FR	108 Wheatland Ct.	Foxcrest Developers	7/5/2012	0.25
Agreement in Lieu- S FR	109 Creekview Ct.	Thomas Builders of VA	7/16/2012	0.25
Agreement in Lieu- S FR	111 Creekview Ct.	Thomas Builders of VA	7/16/2012	0.25
Agreement in Lieu- S FR	302 Portico St.	VA Builders of Central VA	7/18/2012	0.1

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K. Permanent SW Facilities per Section II B 5 b (6)

The following 5 new stormwater BMPs were installed in PY5:

Project	BMP	# Acres Treated per BMP	HUC	Receiving Water Body
CSO Project	CDS Unit	1.49	JM 10	Trib to Blackwater Creek
Belvac Building Addition	Bio-retention	2.56	JM 10	Trib to Dreaming Creek
First Baptist Church of South Lynchburg	Bio-retention	0.58	JM 11	Trib to James
J Crew Building Addition	Enhanced Extended Detention	11.89	JM 10	Trib to Tomahawk Creek
University Square	Bio filters	1.88	JM 10	Rock Castle Creek

L. Copies of New or Terminated Agreements

There are no new or terminated agreements between the City and any third parties.

M. Copies of Written Public Comments

No written public comments have been received regarding the MS4 Program Plan during this permit year.

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Certification

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

By: L. Kimball Payne III

Title: City Manager

Signature:  Date: 9/30/13

Please direct questions or comments on this report to:

Erin B Hawkins, CFM
Water Quality Manager
City of Lynchburg
Department of Water Resources
525 Taylor Street
Lynchburg, VA 24501
Phone: 434-455-3869
E-mail: erin.hawkins@lynchburgva.gov

Responsible Director:

Timothy A. Mitchell, PE
Director of Water Resources
City of Lynchburg
525 Taylor Street
Lynchburg, VA 24501
Phone 434-455-4252
E-mail: timothy.mitchell@lynchburgva.gov

Sincerely,



Erin B Hawkins, CFM
Water Quality Manager